WENTWORTH COLLEGE

Fire Safety Policy

Approved by: Manuel Guimaraes, Principal
Last Review: September 2026
Next Review: September 2027

Fire Safety Policy

INTRODUCTION

This document sets out Wentworth College's fire procedures, details the action to be taken in the event of a fire, the evacuation procedure and the system for assembly and registration.

All members of staff are trained to uphold the highest standards of safety in their working and this includes minimizing the risk of fire as well as knowing what to do in the event of a fire emergency. This includes ensuring that students approach all fire evacuations in a serious and responsible manner, and that they carry out the evacuation of the school efficiently. The principle of moving quickly, and in silence, to the assembly point is actively encouraged. Protection of property is incidental.

FIRE MARSHALLS – CHRISTINE SANTA ANA and GRAEME HAGUE

SCHOOL PREMISES FIRE ALARM SYSTEM

The school is fitted with an automatic fire alarm system. The main control panel is located in the reception area. It is serviced regularly and tested weekly.

FIRE EVACUATION PROCEDURES

All staff should familiarise themselves with the procedures set out in the fire action notices found in all rooms. Fire exit routes should be kept freely accessible and be kept clear of obstructions. Fire doors should never be propped open. Final fire exit doors must always be open or be openable, without a key, during times when the premises are occupied. Fire exit route directional signs should be posted in all corridors and communication spaces. There is an annual refresher of these procedures given to all staff at the first staff meeting each September.

RAISING THE ALARM

Anyone who discovers a fire should raise the alarm immediately. Everyone should follow the evacuation procedure. Anyone who discovers a fire is to raise the alarm by operating the "Alarm Sounder" button at the fire alarm point. As soon as the fire alarm sounds, the school office will summon the fire and rescue service unless the fire marshal advises that a fire practice is being held.

EVACUATION

When the evacuation alarm sounds, silence and good order are essential as everyone moves, at speed, to the fire assembly point. FIRE ACTION NOTICES ARE LOCATED IN EVERY ROOM. All

staff should direct students to follow these instructions and should leave the room last, if possible, closing the door and windows without endangering life. The priority of staff is the safe evacuation of students. Silence is to be maintained at all times by all members of the school community.

ACTION DURING A FIRE

Do not attempt to fight the fire until evacuation is complete. Staff should contain the spread of smoke and fire by closing doors and windows, where there is no risk to their own safety. Staff should only attempt to fight the fire if it is safe to do so. Much of the danger from fires comes from smoke or poisonous gases, heat and lack of oxygen. If premises are evacuated for a fire, they should not be re-entered until the fire and rescue service has advised that it is safe to do so.

ROLL CALL

Instructions for all teaching and non-teaching staff (including part-time staff)
Tutors should take their class registers with them. Once they have checked their students, they should report to an administrator.

ALL CLEAR

No one is to return to the school buildings before cleared to do so by the fire marshal.

ELECTRICAL SAFETY

Regular portable appliance testing (PAT) takes place under the management of a specialist contractor. Registers of all equipment and testing are maintained.

SAFE STORAGE

We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flameproof containers at the end of every day.

GAS

All servicing of the School’s boilers is carried out by Gas Safe registered engineers.